


RECORDS RETENTION SCHEDULE

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION Department of Pesticide Regulation, Pesticide Programs Div.,		(2) AGENCY BILLING CODE 11061		(3) PAGE 1 OF 7 PAGES	
(4) DIVISION/ BRANCH/ SECTION Worker Health and Safety Branch		(5) ADDRESS 1001 I Street, Sacramento, CA 95812-4015			
CHECK THE APPROPRIATE BOX					
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]					
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)					
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)					
NEW SCHEDULE INFORMATION (If applicable)		(9) SCHEDULE NUMBER 814 15-814	(10) SCHEDULE DATE 04/22/10	(11) NUMBER OF PAGES 7	(12) CUBIC FEET (Total Schedule) 286 c.f.
PREVIOUS SCHEDULE INFORMATION (If applicable)		(13) SCHEDULE NUMBER 814 04-814	(14) APPROVAL NUMBER 05-050	(15) APPROVAL DATE (S) 03/16/05	(16) PAGE NUMBER(S) REVISED (17) ALL
(17) MISSION/FUNCTIONAL STATEMENT The Worker Health and Safety Branch evaluates potential workplace hazards of pesticides. It is responsible for evaluating exposure studies on active and inert ingredients in pesticide products and on application methodologies. Branch scientists also conduct their own studies to evaluate potential risks from exposure to pesticides. The Branch also evaluates and recommends measures designed to provide a safer environment for workers who handle or are exposed to pesticides. (see next page)					
PART I – AGENCY STATEMENTS					
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.					
(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS Susan Edmundson Sue Edmiston		(19) TITLE Branch Chief		(20) PHONE NUMBER 916-445-4278	(21) DATE SIGNED 4/19/2010
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.					
(22) SIGNATURE - RECORDS MGMT. ANALYST Kim Bateman		(23) CLASSIFICATION Records Management Coordinator	(24) NAME (Printed or Typed) Kimberly Bateman	(25) PHONE NUMBER 916-445-5212	(26) DATE SIGNED 4/22/10
PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)					
(27) SIGNATURE – CalRIM CONSULTANT Ramona M. Gutierrez			(28) APPROVAL NUMBER 10-107	(29) DATE SIGNED 6/24/2010	(30) EXPIRATION DATE 6/24/2015
PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)				FOR ARCHIVES' STAMP	
THE ATTACHED RECORDS RETENTION SCHEDULE:				 CALIFORNIA STATE ARCHIVES	
(31) <input type="checkbox"/> Contains no material subject to further review by the California State Archives (32) <input checked="" type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)					
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE J. W. Henrich, Archivist			(34) DATE SIGNED 7/12/10		

Key # 29734

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(17) MISSION/FUNCTIONAL STATEMENT - Continued

The Worker Health and Safety Branch also provides medical advice and assistance on pesticide exposures, and acts as liaison with practicing physicians regarding pesticide illness and treatment. It participates in and evaluating the results of investigations of pesticide-related illnesses, with an emphasis on preventing occupational illness and injuries.

For those records which have no governing law or authority for retention cited, the manager directly responsible for the records authority applies.

WHS - Worker Health and Safety
GISO - General Industry Safety Orders
SAM - State Administrative Manual
PMD - Program Manager's Decision
IPA - Information Practices Act
CFR - Code of Federal Regulations

The Worker Health and Safety Branch's schedule has been updated. Listed below are the changes made from the previous schedule. The Branch has conducted an extensive review of all Branch records. These numbers reflect a depiction of original Branch documents.

Items 3-9 Decrease in volume.

Item 11 Decrease in volume from previous record because these are all found electronically. Most are counted under report documentation.

Items 12-3 Decrease in volume.

Item 14-5 Increase due to review of Pesticide Regulation data packages on hand at the time.

Item 16-19 Increase.

Item 24 Increase in volume due to 5 years of data collected and since these are permanent records, this number will increase annually.

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

1	1		ADMINISTRATIVE RECORDS								
	↓		<u>Equipment and Supplies</u> Requisitions, packing slips, inventory.	P		Active +4			Active +4		Becomes inactive when items have been received, invoices paid. SAM 1671, PMD.
2			<u>Budgets</u> BCPs, projections, and misc. records	P		Active +4			Active +4		Becomes inactive when reports are reviewed and BCPs are either accepted or denied. SAM 1671, PMD.
3	4		<u>Personnel</u> Attendance & misc. records	P		4			4	XI	SAM 1670.1, PMD.
4			Supervisor's staff records	P		Active			Active	XI	Becomes inactive when employee transfers or terminates. SAM 1670.1.
5			Training	P		Active			Active		Becomes inactive when employee transfers or terminates. PMD.
6			<u>Auto Management</u> Service reports and mileage logs.	P		Active +1			Active +1		Becomes inactive when vehicle is sold.
7			<u>Contracts</u> Branch contracts and grants back-up information.	P		Active +5			Active +5		Becomes inactive when contract or grant is completed. PMD.
8			<u>Travel</u> Out-of-State Travel blanket, justifications, and trip Requests.	P		Active +2			Active +2		Becomes inactive after the current fiscal year. PMD.
9		NOTIFY ARCHIVES	<u>Policies</u> Departmental and Branch	P/M		Active +1	0		Active +1		PMD.
	↓		PROGRAM RECORDS								
10	10		<u>Correspondence</u> Chronological.	P		2	4		6		PMD.
11	6	NOTIFY ARCHIVES	<u>Reports</u> Health and Safety	P		Active			Active		Becomes inactive when data is obsolete. PMD
12	6	NOTIFY ARCHIVES	<u>Subject Files</u> Includes misc. files of staff containing historical info. Needed for reference, pesticide labels used for data exemption requests.	P		Active			Active		Becomes inactive when records are no longer needed or become outdated. PMD
13	2		<u>Peer Review</u> Documentation of the peer review Process for reports.	P		Active			Active		Becomes inactive when report becomes obsolete

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(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
14	7		<u>Special Projects</u> Minutes of national and international committees	P/M		Active +1	0		Active +1		PMD.
15	↓		<u>Active Ingredients Status</u>	P/M		Active +5	0		Active +5		PMD.
16	66		<u>Protocols</u> Protocols of studies conducted by WHS Staff and registrants.	P		Active +Perm			Active +Perm		Active until report becomes finalized and while report is available to the public. Records then need to be retained to possibly be used as reference in future studies, reports, and regulatory decisions. GISO 3204, CFR 40 160.195. Applies to Protocol, Laboratory Results, Report cumentation, and Quality Assurance records. (Items 13-17)
17			<u>Laboratory Results</u> Results of analysis from studies Conducted and of investigations.	P		Active +Perm			Active +Perm		
18			<u>Report Documentation</u> Back-up information for Branch field studies and reports.	P		Active +Perm			Active +Perm		
19			<u>Quality Assurance</u> Standard Operating Procedures, master schedules and audits.	P		Active +Perm			Active +Perm		
20	↓		<u>County Agricultural Commissioners</u> Letters	P		2	8		10		PMD.
21	1		<u>Computer Disks</u> Word processing and study data disks of documents produced and data generated.		M	Active +1	28		Active +30		Active until report becomes finalized and while report is available to the public. Records then need to be retained to possibly be used as reference in future studies, reports, and regulatory decisions. GISO 3204, CFR 40 160.195.
22	1		<u>Computer Documentation</u> Hardware (network), custom database application, and computer project documentation.	P		Active +5			Active +5		PMD.
23	7		PESTICIDE ILLNESS SURVEILLANCE PROGRAM <u>Open Illness and Injury Reports</u> Including physician reports, commissioner investigations, and correspondence.	P		Active			Active	XI	Reports are active while under investigation and evaluation. Terminates by release of annual report and then moves to closed. Reports include medical record information, confidential per Government Code 6253 ©. IPA Section 1798.34. Director's Authority (attached).

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

24	174		<u>Closed Illness and Injury Reports</u>	P/M		Perm			Perm	XI	Following issue of the annual report, documents will Be retained permanently for future decision making. Confidential as stated above in Item 20. Director's Authority.
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* Provide total of office and departmental